



Purpose

Use this procedure to submit an annual payroll tax return if you are a designated group employer (DGE). The annual return also includes the figures for the last return period. For example—if a monthly return lodger—the annual return includes the figures for June (a separate June return is not submitted).

Menu Path

Use the following menu path to begin this transaction:

- **OSRconnect**
- **Task Overview** screen.

Helpful Hints

- Have all information to hand before starting the return process.
- Note that the gross salary and wages figures must be the gross amount (before any deductions have been applied).

Procedure

1. The annual return can only be lodged after you have lodged all prior periodic returns. We start the process in the **Task Overview**.
2. Open the annual return by clicking the **Task Filing** link for **June...(for PRT = Annual)** period. For example: June 2011.
3. The **Annual return/Notification of designated group employer** (DGE) form is displayed. Fields with a red asterisk * are mandatory.
4. Scroll to maximise screen view.
5. The **Client details** field is populated with your details and the relevant period information.
Note: These dates will be different if you have lodged a final return this financial year or started to employ and became liable after 1 July 2010.
6. Check your employer status.
If the status shown is incorrect and changed before 1 July 2011, do **not** proceed with your annual return and instead complete a **final return**.
If your status is changing on 1 July 2011, proceed with the annual return and record the change of status when prompted.
7. Scroll to the **Queensland taxable wages** section.
8. Enter the DGE's annual **Queensland taxable wages** for the period of the return under the relevant categories.
Include the amounts for the last return period (e.g. for monthly returns, include the **June** figures).
Note: the **group's Queensland wages** are entered in another section of the return (**Group wages**).

Quick Reference (Step)

9. **Note: Gross salary and wages** must be the **gross** figure (before any deductions have been applied).
10. You **must** complete **all** the taxable wage fields. If you did not make payments for a category during the year, enter zero (0).
11. Scroll to the **Queensland non taxable wages** section.
12. Enter the DGE's **Queensland non-taxable wages** for the period.
13. The **Apprentice and trainee rebate** amount will be calculated and displayed after the form is checked.
14. Scroll to the **Interstate wages** section.
15. Answer the question: **Did you pay wages that are taxable in other states or territories of Australia?**
16. If you selected **Yes**, enter the DGE's **Total interstate wages**. **Note:** the **group's** interstate wages are entered in the next section (**Group wages**).
17. Enter the **Total Queensland taxable wages** and **Total interstate wages** for **all group members**, including the DGE.
18. Note any changes for the **Next lodgement** by answering **Yes** to the applicable question/s.
19. Scroll to the **Total payroll tax [liability/credit]** section.
20. The **Total payroll tax [liability/credit]** fields will display once the form is checked.
21. Scroll to the **Declaration** section and enter your **Name** and **Contact phone** number.
22. Check the statement to complete your declaration.
23. Scroll to the top of the screen.
24. Click **Check Form Data**.





Quick Reference (Step)

25. The status message advises of any errors in the form.
26. If any errors are detected, make all necessary corrections. Use the **Click for help** function attached to each section for assistance in completing the return.

In this example the total group wages are lower than the DGE's total wages, and the DGE has not declared their total interstate wages.
27. When all errors are corrected, click **Check Form Data** again.
28. The form will confirm there are no errors.
29. Review the **Total payroll tax [liability/credit]** and **UTI** (if applicable) calculations.
30. **Note:** if an **Excess Group Deduction** has been calculated, the status messages will advise this. This section will only appear if your status was DGE for the period of this return and the deduction exceeds your **Queensland taxable wages**.

We will now show how to allocate your excess deduction to other group members. **Alternatively**, go to **step 40** for instruction on submitting and paying this return.
31. Go to the **Allocation of designated group employer excess deduction** section in the form.
32. You may nominate (in order) the group member/s to which the excess deduction is to be applied.
Note: The group member you nominate to receive the excess deduction is still required to lodge their 2011 annual return separately. We will then manually reassess the group member's annual return to apply the excess deduction.
33. Enter the **Client number** of the first group member that is to be allocated the deduction.
34. Enter the **Group member name**.
35. **Note:** If there is any remaining excess deduction, you can add more group members until the

Quick Reference (Step)

- excess deduction is exhausted.
36. Click **Add Member** to nominate another group member if required.
 37. Continue to enter the member details. Use the **Add Member** or **Remove Member** functions as required.
 38. Click **Check Form Data** to re-check the form after all changes have been made.
 39. Check the status message for any errors, and that the excess group deduction was calculated.
 40. To print or save an offline version of this return, click on the white space in the form and then press **F8**.
 41. The Adobe form menu displays. Click the **print** icon  to print the form.
 42. Click the **save** icon  to save an offline copy.
 43. Click **Save Draft** if the return will be lodged at a later date (saved drafts are listed in the **Task Overview**).
 44. To submit this return now, click **Next** to begin the lodgement process.
 45. Click **Submit**.
 46. Click **Submit** at the popup message.
 47. The **Confirmation** screen confirms that your return has been lodged with OSR.
 48. The **payment reference code** (Transaction ID) number is displayed. This number **must** be quoted when paying by BPAY, EFT or credit card.
Print and send a copy of this page to OSR if you are paying by cheque.
 49. Click the **print** icon  to print a copy of the **Lodgement Confirmation**.
 50. Click the **save** icon  to save an offline copy as a PDF.

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- 51.** Click **Pay** to pay this return immediately by Direct Payment. **Note:** your business's Direct Payment details must be setup before using this function.
- 52.** Refer to the tutorial **Nominating a Bank Account for Direct Payment** for further instruction on setting up your account details.
- 53.** Click **Close** to exit this screen.
- 54.** Click **OK** to the popup message.
- 55.** After you have lodged your annual return, we recommend you calculate your fixed periodic deduction for entering into your periodic returns for the next financial year.
Note: the fixed periodic deduction only applies if you are a designated group employer for a group, or you are not in a group but pay interstate wages.
Use our online calculator to determine your fixed periodic deduction for the next financial year.
- 56.** End of process.